



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

AMENDED JOB VACANCY POSTING

POSTING #:	031-23	ISSUE DATE:	January 17, 2023
TITLE:	PROGRAM SPECIALIST TRAINEE	CLOSING DATE:	January 31, 2023
LOCATION:	Department of Children and Families Division of Family and Community Partnerships Office of Family Preservation & Reunification 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 95
DISTRIBUTION:	STATE-WIDE	SALARY:	\$46,431.86- \$48,531.07

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

The Program Specialist Trainee will work within the Office of Family Preservation and Reunification (FPR) which is committed to collaborating across state government, and with state and local partners as a means to promote the delivery and enhancement of high quality, efficient and effective services to families, youth, and children. In collaboration with DCP&P, the office will develop, manage, and provide oversight of family preservation and maltreatment prevention programs.

DESCRIPTION: The Program Specialist Trainee will oversee the planning, implementation, and monitoring of a small portfolio of assigned family preservation and maltreatment prevention programming. The Program Specialist will work closely and collaboratively with FCP staff, local and area CP&P leadership, other DCF Offices, public and private partners, including parents, youth, and families, community providers, external technical assistance and/or evaluation providers to ensure services are accessible, of high quality, culturally competent, and effectively meets youth and family needs.

RESPONSIBILITIES:

- Provides oversight of a small portfolio of assigned county/local family preservation and maltreatment prevention programs
- Builds understanding of, and adherence to, program training/coaching, policies and procedures, and other program supports to ensure fidelity
- Develops skills and abilities in program implementation to provide consultation/technical assistance to implementing agencies and facilitates sharing of best practices among implementing agencies for systems-building and program development

- Collaborates with consultants and research partners to support programmatic data collection, reporting, continuous quality improvement processes and evaluation
- Continually review information regarding the provider network and its performance and impact on constituents, other parts of DCF/state and local government, and the community
- Participates in programmatic teams with public and private stakeholders, including parents, youth, and families
- Ensures clear communication across teams by using feedback loops, and other communication strategies.
- Prepare documents, develops presentations, and co-facilitates goal-oriented stakeholder meetings.
- Manages meeting processes including scheduling, agenda, minutes and monitoring next steps, as needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

***SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email